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**Personnel**

**FAMILY CARE PLANS CHECKLIST**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This checklist reflects Air Force requirements for Commander Support Staffs to prepare for and conduct internal reviews.

**SUMMARY OF REVISIONS**

This checklist has been revised to meet standardized format requirements.

1. References have been provided for each item. While compliance with non-critical items is not rated, these items help gauge the effectiveness and or efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Agency Inspector General (IG) during applicable inspections. Use the attached checklist as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of the Family Care Plans program. See Attachment 1.

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## Attachment 1

## FAMILY CARE PLANS CHECKLIST

Table A1.1. Table A1.1. Checklist for Family Care Plans.

<b>MISSION STATEMENT:</b> Provide policy and guidance for Air Intelligence Agency units that have military members with unique family situations. <b>NOTE:</b> All references are from AFI 36-2908, 15 Jul 94.			
<b>1.1 NON CRITICAL ITEMS.</b> Does the Commander or First Sergeant:	YES	NO	N/A
1.1.1. Direct members with civilian spouses to complete AF Forms 357, <b>Family Care Certification</b> , when the commander determines that a unique family situation exists? (Para 1.2)			
1.1.2. Treat FCP files as "For Official Use Only"? (Para 2.1.4)			
1.1.3. Delegate (in writing) the authority to counsel members and certify the AF Form 357 to detachment and operating location chiefs (if applicable), for members assigned to a geographically separated unit (GSU)? (Para 2.1.3)			
1.1.4. Coordinate with other commanders to ensure uniformity for dual military couples assigned to different organizations? (Para 2.1.2.2)			
1.1.5. Ensure completed AF Forms 357 and copies of the power of attorney are kept in the unit orderly room, first sergeant or commanders office? (Para 2.1.4)			
1.1.6. Review and certify the workability of the member's family care arrangement? (Para 2.1.2)			
1.1.7. Review all completed AF Forms 357 quarterly using the Personnel Concept III listing or a Table 7 DESIRE (non-PC-III locations)? (Para 2.1.5)			
1.1.8. Annually brief all military members in the organization on family care responsibilities? (Para 2.1.6)			
1.1.9. Counsel members on family care responsibilities during in-processing and when the member receives an overseas assignment? (Para 2.1.8 and Para 2.1)			
1.1.10. Establish procedures to identify single-member sponsors, dual military couples with family members and members with civilian spouses with unique family situations, and is this accomplished during the member's inprocessing? (Para 1.2)			